

## **INSTRUCTIONS FOR COMPLETING THE APPLICATION**

### **I. Instructions for a community with an official map issued by the Federal Insurance Administration (FIA).**

If your community has received a Flood Hazard Boundary Map, issued by the FIA, it must adopt and submit a signed, certified and dated copy of a local legally enforceable document meeting the requirements of 60.3 (b) of the attached program regulations.

The attached model ordinance may be adopted and submitted in order to meet the 60.3(b) requirements. A signed, certified and dated copy must be submitted. A community which wishes to adopt the model ordinance, but finds that certain sections of the model ordinance duplicate the requirements of an existing community ordinance may delete the redundant portions of the model ordinance and submit signed, certified and dated copies of the previously enacted ordinance which meets these requirements.

Complete items III through VI.

### **II. Instructions for a community without an official map issued by the Federal Insurance Administration (FIA).**

If the company has not received a Flood Hazard Boundary Map, issued by the FIA, it must adopt and submit a signed, certified, and dated copy of a local, legally enforceable document meeting the requirements of 60.3 (a) of the attached program regulations.

The attached model ordinance may be adopted and submitted in order to meet the 60.3(a) requirements. A signed, certified and dated copy must be submitted.

A community which wishes to adopt the model ordinance, but finds that certain sections of the model ordinance duplicate the requirements of an existing community ordinance may delete the redundant portions of the model ordinance and submit a signed, certified and dated copy of the previously enacted ordinance which meets these requirements.

Complete items III through VI.

- III.** All communities must submit a resolution containing at a minimum the information listed in the attached Sample Resolution A. The items contained in the Resolution are taken from Section 60.3 of the attached program regulations.
- IV.** Include a list of the incorporated communities within the applicant's boundaries if the application is made on behalf of a political subdivision containing one or more

incorporated communities. Designate those incorporated communities which are to be included under this application, if any.

- V. If your community was recently incorporated, please list the date of incorporation and the political subdivision of which you were formally a part, or the original political subdivisions which have combined to form your new community.
- VI. Please notify us if your community is exposed to hazards from mudslides or flood-related erosion. List the areas which are subject to these hazards. You will be contacted concerning regulation of these additional hazards. The definitions of these hazards follow.

“Flood-related erosion” means the collapse or subsidence of land along the shore of a lake or other body of water as a result of undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding.

“Mudslide” (i.e., mudflow) describes a condition where there is a river, flow, or inundation of liquid mud down a hillside usually as a result of a dual condition of loss of brush cover and the subsequent accumulation of water on or under the ground preceded by a period of unusually heavy or sustained rain. A mudslide (i.e., mudflow) may occur as a distinct phenomenon while a landslide is in progress, and will be recognized as such by the Administrator only if the mudflow, and not the landslide, is the proximate cause of the damage that occurs.

**Submit a copy of the Application to each of the following:**

Federal Emergency Management Agency  
3003 Chamblee-Tucker Road  
Atlanta, GA 30341

State Coordinator  
Flood Mitigation Program  
S. C. Department of Natural Resources  
Land, Water and Conservation Division  
P. O. Box 167/Columbia, SC 29202  
1000 Assembly Street  
Columbia, South Carolina 29201  
(803) 734-9103

State and area-wise A-95 Clearinghouses

If you have any questions concerning these instructions, please call the State Coordinator’s office at (803) 734-9103 or the FEMA Regional Office at (770) 220-5400.